

Session 6: Module 1 - Default Food Packages (DFP) - Part 1	
SCRIPT	
Description	Text
1. Introduction	Welcome to M-SPIRIT Session 6, Module 1 , of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Duration	Session #6 should take 90 minutes to complete all of its modules.
3. Overview	Session 6 is the last of the sessions that will focus on the Certification Guided Script, or CGS.
4. Overview	The modules in this session will provide an in-depth review of Food Prescription, the steps involved in ending the certification process, and the remaining activities available in the Participant Activities menu in the Participant Folder.
5. Objectives	After reviewing all of the modules in this session, you will be able to:
	Prescribe food packages and utilize default food packages, be aware of the differences between default packages for different WIC participants, understand when the system will create them for you, how you create them yourself, and how to add to and edit them.
	We will review how to ascertain whether all required activities have been completed, how to exit the CGS and how to obtain both the CPAs and the participant's signature at the end of the certification
	Lastly, we will review the remaining activities available in the Participant Activities menu in the Participant Folder.
6. Start	Default Food Packages (DFP) Part 1
7. DFP1	M-SPIRIT creates default food packages, or DFPs, as a system shortcut, bypassing the need for you to create a manual food package from scratch.
	Since the system, and DFPs, are just tools to assist you with developing an appropriate food package, you are still responsible for ensuring that the correct food items and quantities are provided based on your assessment and discussion with the participant.
8. DFP2	In order to create a DFP, the system needs to know four primary and basic things: the WIC Category, Participant's age, assigned risk factors and the Amount of Breastfeeding.

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9. <dfp>	In the CGS, the DFP automatically populates into the Food Prescription screen.
	In order for this to occur the Amount of Breastfeeding fields in the Health Information screen must be selected and at least one risk factor must be assigned.
	So, what happens if you open the Food Prescription screen before completing Health Information or assigning a risk factor?
	We've only completed Demographics in Meadow's CGS.
	Go ahead and click on the Food Prescription link.
10. <dfp1>	The system will remind you that you don't have enough information to create a DFP with a message that reads: "No default food prescription is possible given the risk factor(s) currently assigned this participant."
	You will receive this same message regardless of what the system is missing in order to create the DFP.
	Click OK on the message.
11. <dfp2>	The Food Prescription screen still opens...
	...but no default food package is created.
	The Add button is enabled so let's click that.
12. <dfp3>	The Add Food Prescription window still opens (which we will discuss in a little bit).
	It looks like the Use Default button is available. So, let's click that.
13. <dfp4>	...and we receive the same message.
	Click OK on the message.
14. <dfp5>	We could use the Add Food Item... button, right?
	Technically, you could. But the process to create a food prescription from scratch is very time-consuming...
	...because you have to select each food item individually and then edit the quantity for each food item.
	When we review this functionality later, you will see why you should always use the Default Food Package.
	Click the Cancel button.
15. <dfp6>	Click Close so that we can complete the rest of Meadow's information before attempting to create another food package.

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16. <dfp7>	As always, notice the checkmark even though Meadow still doesn't have a food prescription.
17. DFP_4A	So, why should you always use the DFP? Not only does it allow you to create food packages more efficiently but it has also been set up to provide the maximum appropriate amounts of food allowed for each type of participant.
18. DFP5	For children, the DFP is based on age category and in M-SPIRIT, there are 3 different age categories for children: 1 to 2 years old, 2 to 3 years old and 3 to 5 years old.
19. DFP_5A	Although risk factors are required in order to create the DFP, they do not affect the food items provided by the DFP.
	Since the DFP is also dependent on the Amount of Breastfeeding, for children, Non-Breastfeeding must be saved to M-SPIRIT's database.
	This means the Health Information must be completed before the DFP can be, whether you are working in the CGS or issuing benefits from the participant folder.
20. <dfp8>	Hazel is 2 and 1/2 years old and we've completed most of her CGS.
	Most importantly, the Health Information has been completed and she has risk factors assigned.
	Let's take a look at the Default Food Package the system creates for her.
	Click on Food Prescription.
21. <dfp9>	The system always creates a brand new DFP at each certification regardless of whether it is an initial cert or a recert.
	The default food package is listed in the Food Prescriptions history grid where all past and future food packages will be displayed.
	The DFP for Food Package 4, for children 2 to 5 years old, includes all food items.
	ALL children receive two whole grain options.
	It also provides Peanut Butter for the bean/peanut butter option.
	The peanut butter option should always be tailored based on participant preferences (to peanut butter, canned or dry beans).
	We will discuss editing food packages in a little later in this session.

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	The milk, for children 2 to 5 years old, is Skim, 1% or 2%.
	Did you notice that the milk displays with a quantity of 16?
	In M-SPIRIT, the quantity of milk is calculated based on quarts...
	...and in the system, milk always displays as quarts.
	However, when printed on benefits, the milk will display in quantities of gallons, half-gallons and quarts.
	Did you also notice the DFP does not provide cheese...only milk, which is the standard.
	You probably also noticed the quantity of FRESH fruits and vegetables is 600.
	Again, this is just how M-SPIRIT calculates and displays the fruit and vegetable cash benefit...based on the quantity of pennies.
	When printed, the benefits will display the quantity in dollars.
	Click the Close button
22. <dfp10>	Let's take a look at the DFP for a child 1 to 2 years old...
23. <dfp11>	Maple Nut is 1 and 1/2 years old. Click on Food Prescription.
24. <dfp12>	The only difference in the DFP for Food Package 4 for children 1-2 years old is that it only provides the Whole milk option.
	Click Close.
25. <dfp13>	Now let's take a look at a pregnant woman's DFP.
26. <dfp14>	Click on Food Prescription.
27. <dfp15>	This is the DFP for Food Package 5, which is provided to Pregnant and Substantially Breastfeeding women.
	There is only one Whole Grain option.
	Since these women receive two bean/peanut butter options, the DFP provides Canned Beans and Peanut Butter.
	In order for the system to display and issue canned beans correctly, the description reads 1-4 CANS (16-14 oz BEANS/LEGUMES) .
	Again, cheese is not part of the DFP, only milk.
	Like children, the assigned risk factors do not affect the DFP for most women.
	However, for pregnant women carrying multiple fetuses, risk factor 335 - Multifetal Gestation MUST be assigned in order for the woman to receive the correct DFP, which is Food Package 7, not 5.

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	<p>The difference between Food Package 7 and 5 is the tuna/salmon option, which you cannot add if the DFP is for Food Package 5.</p> <p>Let's see what that means. Click on the Effective Date above the DFP.</p>
28. <dfp16>	<p>Once the Effective Date is highlighted, the Edit... button becomes enabled and we can edit the DFP.</p> <p>Go ahead and click on Edit...</p>
29. <dfp17>	<p>This is the Edit Food Prescription screen, which we will talk about in detail later in this session.</p> <p>The current DFP is listed in the grid, which doesn't have Tuna/Salmon in it.</p> <p>So, the question is: can we add it?</p> <p>Let's click the Add Food Item... button and we'll find out.</p>
30. <dfp18>	<p>This is the Add Food Item screen, which again, we will discuss in detail later.</p> <p>Go ahead and click the Food Category drop-down arrow.</p>
31. <dfp19>	<p>This is the list of available food items. Do you see Fish?</p> <p>No?</p>
32. <dfp20>	<p>Fish cannot be added if the DFP is for Food Package 5.</p> <p>Click the drop-down arrow to close the list.</p>
33. <dfp21>	Click the Cancel button.
34. <dfp22>	Click the Cancel button again.
35. <dfp23>	Click the Close button.
36. <dfp24>	So, let's take a look at a pregnant woman's DFP when Risk Factor 335 is assigned.
37. <dfp25>	<p>Coral is a pregnant woman with Risk Factor 335 - Multifetal Gestation assigned.</p> <p>Click on Food Prescription.</p>
38. <dfp26>	<p>This time, Food Package 7 is the default for our pregnant participant.</p> <p>Notice the Tuna/Salmon food item and the appropriate quantities of the other food items.</p>
39. DFP338	As we mentioned before, every risk factor is linked to a default food package.

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	However, most do not affect the actual foods provided; the DFP is the same regardless of the risk factors assigned.
	We've already reviewed risk factor 335 - Multifetal Gestation and how its assignment affects whether the appropriate food package is assigned.
	The other risk factor that affects the DFP for pregnant women is 338 - Pregnant and currently Breastfeeding.
	This risk factor should be assigned if the participant is breastfeeding at all while pregnant.
	A pregnant woman fully breastfeeding an infant under one year old age is eligible for food package 7. However, when 338 is assigned, the DFP is food package 5. The Amount of Breastfeeding field is not available for pregnant women so an appropriate DFP 7 cannot be created.
40. DFP338A	So what should you do? If a pregnant woman is substantially breastfeeding or partially breastfeeding, certify the woman as a pregnant and use the appropriate default food package 5. If the pregnant woman is fully breastfeeding, continue the breastfeeding certification so she will receive food package 7. Create an alert to remind staff the woman is pregnant so appropriate follow-up is provided. Certify the woman as pregnant when the following occurs: the infant turns a year old or the woman is no longer fully breastfeeding.
41. <dfp27>	Since we are discussing Food Package 7, which is also the DFP for Enhanced Breastfeeding women, women Fully or Partially Breastfeeding multiple infants, let's take a more in-depth look at it.
	One of the biggest differences, besides fish, is that 1 lb. of cheese is now part of the DFP.
	There is still only one Whole Grain option.
	Since these women receive two bean/peanut butter options, the DFP provides Canned Beans and Peanut Butter.
	Click the Close button.
42. <dfp28>	Next, let's take a look at the DFP for Food Package 6 for Partially Breastfeeding and Non-Breastfeeding women.

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43. <dfp29>	Glory is a Non-Breastfeeding woman. Click on Food Prescription.
44. <dfp30>	The only food item with an option is beans/peanut butter and again, Peanut Butter is provided in the DFP.
	Click the Close button.
45. <dfp31>	We have one more DFP for women to review: Food Package 7+.
46. <dfp32>	Chamomile had twins and is fully breastfeeding both of them.
47. <dfp33>	Now, let's take a look at the Food Prescription. Click the link.
48. <dfp34>	Women who are fully breastfeeding more than one infant receive 1.5 times the food items provided in Food Package 7.
	Did you notice that all of the food items are full quantities and that there aren't any half quantity food items?
	That seems odd, doesn't it? Let's take a look at the Edit Food Prescription screen.
	Do you remember how to enable the Edit... button? Go ahead.
49. <dfp35>	Now click the Edit... button.
50. <dfp36>	OK. There are a couple things to take note of here.
	First, notice the Mother of Multiples indicator.
	This displays whenever a woman is linked to two or more live WIC infants who are currently breastfeeding.
	If Chamomile was NOT fully breastfeeding both infants...
51. <dfp37>	...Partially Breastfeeding Multiples would display instead.
52. Important	This is important! If the participant is substantially or partially breastfeeding more than one infant, you must tailor the Default Food Package.
	The food package should be tailored based on the "Food Package for Women with Multiples" Table in the State Plan.
53. Example1	Let's review a couple of examples.
	Chamomile has twins named Sugar and Honey.
	In example #1, she is fully breastfeeding Sugar and not receiving any formula for her.
	She is substantially breastfeeding Honey who is receiving 4 cans of Neosure.
	In this instance, mom should still receive food package 7 because her food package should be based on the fact that she is breastfeeding twins and fully breastfeeding Sugar.

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54. Example2	Here's another example.
	Now, Chamomile is substantially breastfeeding Sugar and is receiving 1 can of Similac Advance formula for her.
	She is partially breastfeeding Honey who is receiving 6 cans of Neosure.
	Mom should receive food package 5 (Pregnant and Substantially Breastfeeding Women) since she is breastfeeding both twins and partially breastfeeding Sugar.
55. Example3	One last example.
	In this example, Chamomile is partially breastfeeding Sugar and receiving 6 cans of Similac Advance for her.
	She is not breastfeeding Honey who is receiving 10 cans of Similac Advance.
	In this case, mom receives food package 6 (Postpartum and Partially Breastfeeding Women) because she is partially breastfeeding Sugar.
56. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.